



# Employment Policies for the State of North Dakota

## HONOR GUARD LEAVE

Effective Date: 10/1/2018

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The State of North Dakota, as the employer, provides up to twenty-four (24) working hours of leave with pay per calendar year for an employee to participate as an honor guard for a funeral service of a veteran.

Honor guard: An individual with an essential ceremonial role in the funeral service of a veteran.

Honor guard leave: Approved absence from work with pay for an employee to participate in an honor guard for a funeral service of a veteran.

Individual with an essential ceremonial role: performing as part of the official funeral service of a veteran is a member of the flagbearers, a member of the flag-folding team, member of the firing party, the bugler, or the honor guard captain.

Honor guard leave is a separate type of paid leave and is not considered to be annual or sick leave.

Honor guard leave is prorated for employees working less than 40 hours per week (i.e. an employee normally scheduled to work 20 hours per week would be eligible for 12 working hours of honor guard leave.)

Temporary employees are not eligible for paid honor guard leave.

References: NDAC 4-07-14-02, 03, 04